



# MUTHAYAMMAL ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Accredited by NAAC & Affiliated to Anna University)  
Rasipuram - 637 408, Namakkal Dist., Tamil Nadu



## INTERNAL QUALITY ASSURANCE CELL

Date: 21.11.2022

### CIRCULAR

Sub: IQAC Meeting # II- 2022-23 - Reg.

Internal Quality Assurance Cell (IQAC) Second Meeting for 2022-23 is scheduled on 29.11.2022 in IQAC. All the members are requested to attend the meeting at 11 AM. The agenda for the meeting is given.

#### AGENDA:

1. Action Taken and Review of Minutes of Meeting held on 26.08.2022
2. Review of activities for ProPlan, ProTech, ProCentre and ProSoCC – ODD Semester
3. Review of Student Target Activities for ODD Semester
4. Students Performance in CIA Tests
5. End Semester Examination for ODD Semester
6. Conduction of Internal Academic & Administrative Audit
7. Training and Placement Activities
8. NAAC- Cycle 2 Peer Team Visit
9. Any other matters

*D.V. The 21/11/2022*  
IQAC Coordinator

**IQAC COORDINATOR**  
**MUTHAYAMMAL ENGINEERING COLLEGE**  
**(AUTONOMOUS)**  
**RASIPURAM 637 408, NAMAKKAL Dist.**  
**TAMILNADU.**

Copy to:

1. The Secretary
2. All HODs
3. The Members Concerned
4. File

*H. 11/11/22*  
Chairperson IQAC

**PRINCIPAL**  
**MUTHAYAMMAL ENGINEERING COLLEGE**  
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## INTERNAL QUALITY ASSURANCE CELL

2022-23

### Minutes of Meeting

29.11.2022

MoM

Meeting # II

#### Members Present:

S.No.	Name	Designation	Position
1.	Dr.M.Madheswaran	Principal	Chairperson
2.	Dr.K.Gunasekaran	Secretary & Managing Trustee	Member
3.	Er.E.Balasubramanian	Director (Retd.) Geological Survey of India Rasipuram	External Expert
4.	Mr.P.JeyaSingh	Chief Technical Officer Jasmin Infotech Pvt. Ltd. Chennai	External Expert
5.	Dr.S.Sundaram	Dean - Technology Learning	Member
6.	Dr.B.Gopi	Dean – Product & Consultancy	Member
7.	Dr.V.Rajendran	Dean-Infrastructure	Member
8.	Dr.G.Sudarmozhi	Dean – Student Affairs	Member
9.	Dr.P.Suresh	Controller of Examinations	Member
10.	Dr.R.Shanmugam	HoD - CIVIL	Member
11.	Dr.G.Kavitha	HoD - CSE	Member
12.	Dr.U.Saravanakumar	HoD - ECE	Member
13.	Dr.S.Saravanan	HoD - EEE	Member
14.	Dr.N.Natarajan	HoD - MECH	Member
15.	Dr.D.Anitha	HoD - IT	Member
16.	Dr.N.Saravanan	HoD – BIOTECH	Member
17.	Dr.G.Sudha	HoD – BME	Member

18.	Dr.J.Preetha	HoD – CSE(CS)	Member
19.	Dr.R.Senthilkumar	HoD – MECHATRONICS	Member
20.	Dr.P.Ganapathi	HoD - MBA	Member
21.	Dr.M.Moorthy	HoD-MCA	Member
22.	Mr.M.Subramaniam	Manager	Member
23.	Ms.J.Abinayashree	Student – IV Year ECE	Member
24.	Mr.S.Gunaa	Student – IV Year MECH	Member
25.	Dr.N.Suthanthira Vanitha	Dean - Quality Assurance	IQAC Coordinator

**Members Absent:**

S.No.	Name	Designation	Position
1.	Dr.K.G.Saranya	Associate Professor Dept. of Computer Science and Engg. PSG College of Technology Coimbatore	External Expert
2.	Dr.P.Srinivasan	HoD – AI&DS	Member

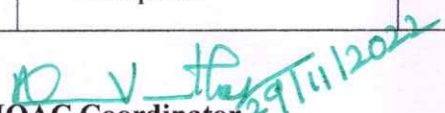
- Chairperson – IQAC has started the deliberations with welcome note
- The action taken on the report of previous IQAC meeting held on 26.08.2022 was discussed

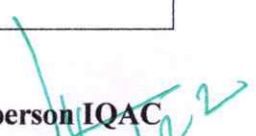
S.No.	Points Discussed	Action Taken
1.	Student Target Activities for ODD Semester – 2022-23	Students participated in various programs to achieve target
2.	NPTEL Online Certification Course	38 Faculty Members and 739 Students were registered and completed the NPTEL Online Certification Course
3.	Training and Placement	<ul style="list-style-type: none"> <li>• Company specific training is provided to all eligible students</li> <li>• 57 students were got placed in TCS and Vuram Technologies</li> </ul>

**The following points were discussed in the meeting:**

S.No.	Points of Discussion	Action Plan	Responsibility
1.	Review of activities for ProPlan, ProTech, ProCentre and ProSoCC – ODD Semester	Reviewed the activities conducted through ProPlan, ProTech, ProCentres, Professional Societies, Cells and Clubs for the benefit of Faculty and Students.	All Deans, HoD's & Faculty Coordinators

2.	Review of Student Target Activities for ODD Semester	Student Target Activities (SeSTA) are reviewed and advised to motivate for more number of participation	All HoD's & Coordinator
3.	Students Performance in CIA Tests	Performance of Continuous Internal Assessment Tests I & II are reviewed and suggested for the improvement	All HoD's
4.	End Semester Examination for ODD Semester	The Schedule for the End Semester Practical and Theory Examinations are discussed	COE
5.	Conduction of Internal Academic & Administrative Audit	Internal Academic and Administrative Audit schedule for ODD Semester is planned	IQAC Coordinator
6.	Training and Placement Activities	<ul style="list-style-type: none"> <li>Placement and Training Activities are discussed</li> <li>Company specific training is planned for eligible Students</li> </ul>	Training and Placement Cell
7.	NAAC- Cycle 2 Peer Team Visit	IQAC Chairperson discussed about the Peer Team Visit feedback, Criterion wise score and Grade to all Heads and Coordinators for their support	NAAC Coordinators
8.	<p>Any other Matters:</p> <ul style="list-style-type: none"> <li>Teachers Day</li> <li>National Engineers Day</li> <li>Naan Mudhalvan Scheme</li> <li>ICT Academy - Learnathon</li> <li>Celebrations on National Cyber Security Awareness, World Heart Day, International Day for Girl Child, International Day for Older Persons and Implementation of Sexual Harassment of Women at Workplace</li> </ul>	<ul style="list-style-type: none"> <li>Celebrated Teachers Day on 05.09.2022</li> <li>Celebrated Engineers Day with the theme of Smart Engineering for Better world on 15.09.2022</li> <li>Course wise Faculty members are nominated for both UG &amp; PG students of various Departments</li> <li>The details of Course Registration and completion status by the students were discussed</li> <li>Various Programs are organized through Clubs/Cells to create awareness among Faculty and Students</li> </ul>	All Heads & Coordinators

  
 IQAC Coordinator  
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 Chairperson IQAC  
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